



Purpose

Use this procedure to seperate a Civil Servants identity with NASA and add a new Contractor Affiliation.

Trigger

Perform this procedure when a Civil Servant is leaving NASA and becoming a Contractor.

Menu Path

Use the following menu path(s) to begin this transaction:

- <https://idmax.nasa.gov>

Helpful Hints

- The **R/O/C** column in the field description tables below indicates whether the field is a process **R**equirement, **O**ptional, or **C**onditional.

With Simplified Logon you will no longer need to enter your AUID (Agency User ID) and Password to access IdMAX. If this feature has been disabled in your web browser then you will need to know the following information:

- Your Agency User ID (AUID) and password
- Answers to the security questions used to setup your NASA Profile



How to Change a Civil Servant to a Contractor Affiliation End User Procedure (EUP) End User Procedure

Procedure

1. Start the procedure using the IdMAX URL: <https://idmax.nasa.gov>

IdMAX - Main Menu

IdMAX - Identity and Access Management Tools

Logged in as: Jennifer-jane F. Ickes

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support Administration

Welcome to IdMAX

The Identity Management and Account Exchange (IdMAX) system is NASA's integrated and authoritative Identity, Credential, and Access Management (ICAM) system that you can use to manage NASA identities and credentials, request access to a NASA facility or system, or change your personal information.

Identity Management

The first step in the ICAM processes is to create, modify, or terminate a NASA identity. Also, use this item to request a guest user account or an invitational traveler.

Credential Management

Once a NASA identity has been created, you can manage NASA credentials. Use this item to request or view a smartcard reissuance or renewal.

Access Management

You can request or view your access to NASA's systems using the NASA Access Management System (NAMS). Use this item to access the NAMS workflow.

User Self-Service

As an IdMAX user, you can update your personal information. Use this item to access the User Self-Service tool to request changes to your NASA e-mail address, your directory display name, and your contact information for NASA notifications.

What's new??

Identity Framework 2.0

Coming October 2010 - the new interface that will enhance the identity management processes at NASA, including Foreign National Management.

Coming Soon

New features unavailable for the release of Identity Framework 2.0 will be released in successive packages to continue to improve NASA identity management processes

Pending Action Items

[Security Workbench](#)
[User Self Service Approval Queue \(7\)](#)

Web Site Owner: Sharon Ing
Curator: IdMAX Project Team

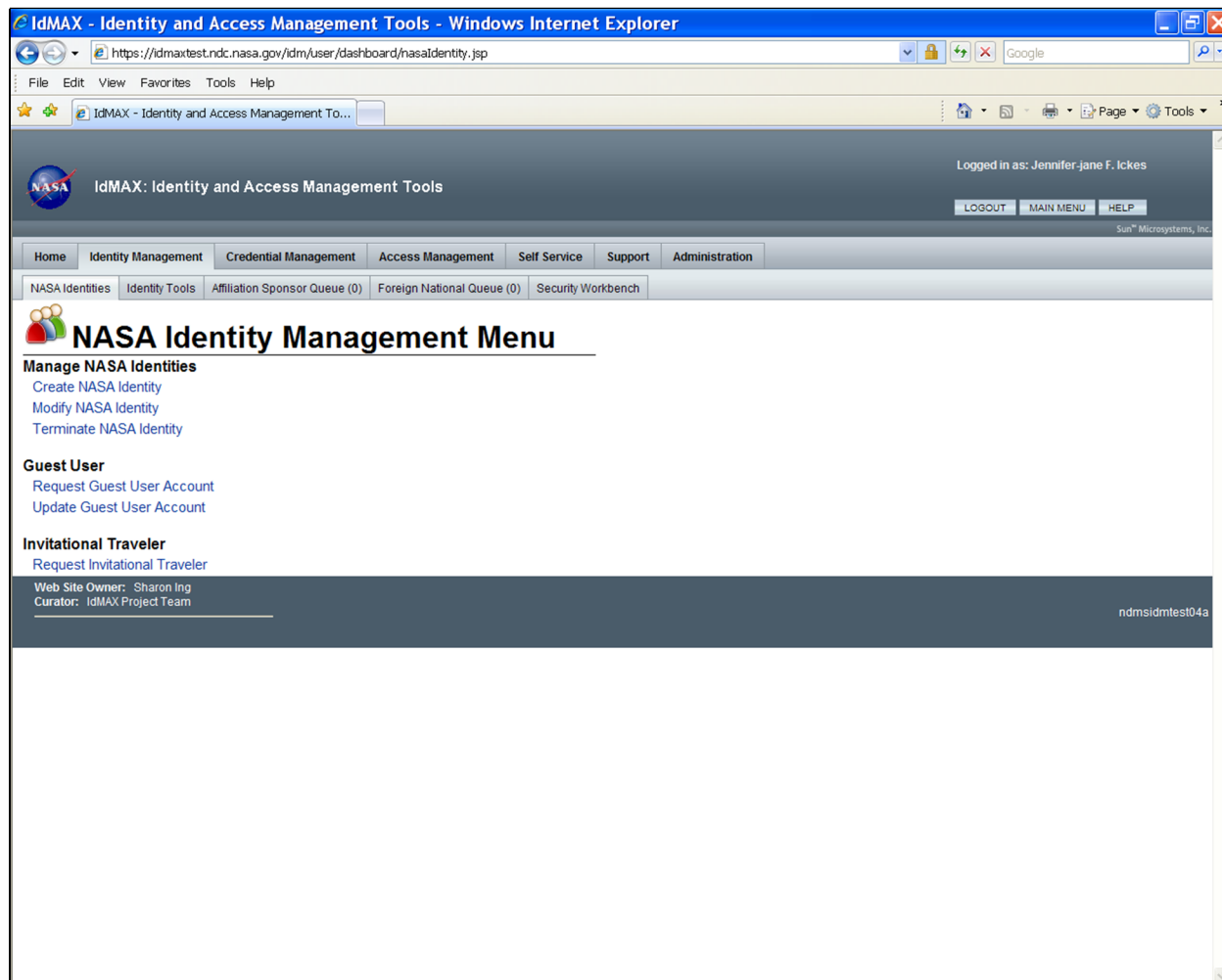
ndmsidmtest04a

2. Click the **Identity Management** Identity Management tab to access the Modify Identity tool.



How to Change a Civil Servant to a Contractor Affiliation End User Procedure (EUP) End User Procedure

IdMAX - NASA Identity Management Menu



3. Click the **Modify NASA Identity** [Modify NASA Identity](#) link to access the affiliation tab in modify identity.



How to Change a Civil Servant to a Contractor Affiliation End User Procedure (EUP) End User Procedure

IdMAX - Identity Search

4. As required, complete/review the following fields:

Field	R/O/C	Description
SSN	R	Example: 464646655

5. Click the **Search**  button to begin the Identity search.



How to Change a Civil Servant to a Contractor Affiliation End User Procedure (EUP) End User Procedure

IdMAX - Modify Identity

IdMAX - Identity and Access Management Tools - Windows Internet Explorer

https://idmaxtest.ndc.nasa.gov/idm/user/workItemEdit.jsp

IdMAX - Identity and Access Management Tools

Logged in as: Jennifer-jane F. Ickes

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support Administration

Modify Identity - Bi Check [878001912]

Please verify that the information below is correct then select the "Select" button.

Identity Identity Status Citizenship Residential **Affiliation** Access Level

Identity

UUPIC 878001912

Name Bi Check

SSN 464546655 Date Of Birth 10/12/1980

Place of Birth Madison, AL, US

Notification Email idmaxtest@yahoo.com Notification Phone Number 256.321.3611

Assigned Center MSFC Assigned Org Code AS50

Position Title Manager

* Indicates that the field is required.

Continue Cancel

Web Site Owner: Sharon Ing
Curator: IdMAX Project Team

ndmsidmtest04a

- Review / verify the information on the Identity Tab. Click the **Affiliation** [Affiliation](#) tab to navigate to the affiliation tab.



How to Change a Civil Servant to a Contractor Affiliation End User Procedure (EUP) End User Procedure

IdMAX - Identity and Access Management Tools

IdMAX - Identity and Access Management Tools - Windows Internet Explorer

https://idmaxtest.ndc.nasa.gov/idm/user/workItemEdit.jsp

File Edit View Favorites Tools Help

IdMAX - Identity and Access Management To...

Logged in as: Jennifer-jane F. Ickes

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support Administration

Modify Identity - Bi Check [878001912]

Please verify that the information below is correct then select the "Select" button.

Identity Identity Status Citizenship Residential Affiliation Access Level

Affiliation: Other Affiliation Status: Engaged Affiliation Type: NASA

Agreement Number	NASA	Company	NASA	Affiliation Start Date	09/10/2010
Affiliation End Date	09/30/2013	Affiliation Sponsor	Margaret W. Ndiritu	Sponsor Date	09/10/2010

Note: The identity must be enabled to add a new affiliation.

Add Contractor Affiliation

* Indicates that the field is required.

Continue Cancel

Web Site Owner: Sharon Ing
Curator: IdMAX Project Team

ndmsidmtest04a

- Click the **Add Contractor Affiliation** button to add a new affiliation and begin the process to separate a Civil Servant's identity from NASA. (CS to Contractor)



How to Change a Civil Servant to a Contractor Affiliation End User Procedure (EUP) End User Procedure

IdMAX - Modify Identity- Affiliation Tab- Primary Affiliation

8. Click the **Select if primary affiliation** ☐ check box to make the new contractor affiliation the primary for the identity.



How to Change a Civil Servant to a Contractor Affiliation End User Procedure (EUP) End User Procedure

IdMAX - Identity and Access Management Tools

IdMAX - Identity and Access Management Tools - Windows Internet Explorer

https://idmaxtest.ndc.nasa.gov/idm/user/workItemEdit.jsp#variables.user.agreement_id[1].value

File Edit View Favorites Tools Help

IdMAX - Identity and Access Management To...

Logged in as: Jennifer-jane F. Ickes

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support Administration

Modify Identity - Bi Check [878001912]

Please verify that the information below is correct then select the "Select" button.

Identity Identity Status Citizenship Residential **Affiliation** Access Level

Affiliation: Other Affiliation Status: Engaged Affiliation Type: NASA

Agreement Number	NASA	Company	NASA	Affiliation Start Date	09/10/2010
Affiliation End Date	09/30/2013	Affiliation Sponsor	Margaret W. Ndritu	Sponsor Date	09/10/2010

New Contractor Affiliation

☒ *Select if primary affiliation ☒ Affiliation Status: Engaging ☒ Affiliation Type: Other

* Agreement Number	Identity Framework 2.0	* Company	Identity Framework Co.
* Affiliation Sponsor	Ndritu, Margaret W.	Agreement End Date:	09/20/2015
* Affiliation Start Date	09/16/2010	* Affiliation End Date	09/15/2011

Remove Contractor Affiliation

Note: The identity must be enabled to add a new affiliation.

* Indicates that the field is required.

Continue Cancel

Web Site Owner: Sharon Ing
Curator: IdMAX Project Team

ndmsidmtest04a

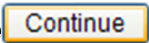
9. As required, complete/review the following fields:

Field	R/O/C	Description
Affiliation Number	R	Example: 09/16/2010
Company	R	Example: Identity Framework Co.



How to Change a Civil Servant to a Contractor Affiliation End User
Procendure (EUP)
End User Procedure

Field	R/O/C	Description
Affiliation Sponsor	R	Example: Jane Doe
Agreement End Date	R	Example: 09/20/2015
Affiliation Start Date	R	Example: 09/16/2010
Affiliation End Date	R	Example: 09/16/2011

10. Click the **Continue**  button to process the request.



How to Change a Civil Servant to a Contractor Affiliation End User Procedure (EUP) End User Procedure

IdMAX - Modify Identity-Submit

IdMAX - Identity and Access Management Tools - Windows Internet Explorer

https://idmaxtest.ndc.nasa.gov/idm/user/workItemEdit.jsp?id=%23ID%239AF7-%3A80F30CB1B21%3A6C8570E%3A50182B0A87A70E1A&lang=

File Edit View Favorites Tools Help

IdMAX - Identity and Access Management To...

Logical Access Risk: Level 40 - High Risk
Physical Access Risk: Level 20 - Access to Unrestricted, General Facilities
Access Duration: Permanent
UIDs: bcheck
Badge Number: 010-807232

Pending Investigation(s)
None

Pending Credential(s)
NASA PIV SmartCard Requested Date: 09/10/2010

Active Credential(s)
None

Citizenship
Citizenship Country: US
Is this user a Naturalized Citizen? No

Residential Information
Residential Street: 123 Street Avenue Residential City: Madison
Residential County: County Residential State: AL
Residential Zip: 35278 Residential Country: US

Affiliation(s)

Affiliation	Other	Affiliation Type	NASA	Affiliation Status	Engaged
Agreement Number	NASA	Company	NASA	Affiliation Sponsor	Margaret W. Ndirtu
Affiliation Start Date	09/10/2010	Affiliation End Date	09/30/2013		

Affiliation Primary Affiliation Type Other Affiliation Status Engaging

Affiliation	Primary	Affiliation Type	Other	Affiliation Status	Engaging
Agreement Number	Identity Framework 2.0	Company	Identity Framework Co.	Affiliation Sponsor	Margaret W. Ndirtu
Affiliation Start Date	09/16/2010	Affiliation End Date	09/15/2011		

Access Level
Physical Access Duration: Permanent
Physical Access: Level 20 - Access to Unrestricted, General Facilities
Level of IT Access: Level 40 - High Risk
Does this user have a Public Trust impact? No

Submit Edit Cancel

Web Site Owner: Sharon Ing
Curator: IdMAX Project Team

ndmsidmtest04a

11. Review / verify the information and click the **Submit** button to submit the request and send for approval or click the **Edit** button to make any necessary changes or click the **Cancel** button to cancel the request with no actions made.



How to Change a Civil Servant to a Contractor Affiliation End User Procedure (EUP) End User Procedure

IdMAX - Modify Identity-Confirmation

The screenshot shows the IdMAX web application interface in a Windows Internet Explorer browser. The address bar displays the URL: <https://idmaxtest.ndc.nasa.gov/idm/user/workItemEdit.jsp?id=%23ID%235AF7-%3A80F30CB1B21%3A6C8570E%3A50182B0A87A70E1A&lang=>. The page title is "IdMAX - Identity and Access Management Tools". The user is logged in as "Jennifer-jane F. Ickes". The navigation menu includes: Home, Identity Management, Credential Management, Access Management, Self Service, Support, and Administration. The main content area displays the "Create/Modify Identity" section with the message: "Your request has been submitted successfully." Below this message is a table with the following data:

Request Number	User	UUPIC
NR-MI-878001912	BI Check	878001912

Below the table is a link: [Back to Main Menu](#). At the bottom of the page, the footer information includes: "Web Site Owner: Sharon Ing", "Curator: IdMAX Project Team", and the identifier "ndmsidmtest04a".

12. Click the **Back to Main Menu** [Back to Main Menu](#) link to return to the IdMAX Main Menu.

13. Congratulation! You have completed this task.



Result

You have successfully seperated a Civil Servants affiliation with NASA and added a new contractor affiliation.